

1 FEB 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (24-30 January 1980)

Classification Review Division

CRD personnel processed approximately 15,000 pages of material. CRD personnel and NPIC officers continue to examine the problem of systematically reviewing more than 1 1/2 million ground negatives stored in the Agency Archives. CRD review teams at NARS have been reviewing many previously reviewed CIA Special Reports and are questioning earlier classification decisions. Based on this they have decided to re-review this type of material when encountered at NARS.

Regulations Control Division

RCD processed 20 regulatory issuances including several requiring priority handling [REDACTED] and key appointments announced by the DDCI.

Records Management Division

RMD personnel attended an Interagency Information Security Committee meeting to discuss Information Security Oversight Office (ISOO) reporting requirements. Several Agency representatives felt that the ISOO requirement to report the number of classified documents created is misleading and costly. The Acting Director of ISOO stated that the figures were necessary and that the President wanted them. He was supported by representatives from the White House and the National Security Council. ISOO did modify the requirements to allow, among other things, the use of sampling and reporting on an annual basis.

RMD representatives met with the DCI Records Management Officer to consider microfilming the cross-reference index to the DCI files and the development of an automated system to control correspondence.

Information and Privacy Division

A separate report is attached.

STAT

Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

31 January 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (24-30 January)

1.	<u>The Week in Review</u>	<u>24-30 Jan</u>	<u>1980 Weekly Average</u>
a.	New cases logged	35	59.0
b.	Cases closed	11	35.8
c.	New appeals logged	0	1.8
d.	Appeals closed	0	0.5
e.	Manpower (man-weeks)	94.6	96.5
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2751		
b.	Appeals - 422		

ADMINISTRATIVE - INTERNAL USE ONLY

Page Denied

Next 1 Page(s) In Document Denied

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

IPD/[] slh 31 January 1980
Distribution:

Orig. & 2 Addressee

- 1 - DCI
- 1 - DDCI
- 1 - D/NFAC
- 1 - DDO
- 1 - DDS&T
- 1 - D/PA
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS []
- 1 - DDO/IRO []
- 25 - DDO/IMS []
- 1 - IRG/OS []
- 1 - NFAC/FIO
- 1 - C/ISS
- 1 - IC Staff/FIO
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY